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## City of Torrance, Community Services Department

### Policy & Procedures:

### PORTABLE STAGE USAGE POLICY

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The Torrance Community Services Department owns and operates a portable stage; a 40 foot trailer that can be used to host special events and musical performances. This trailer is used primarily for City programs, such as the Turkey Trot Fun Run and the 4<sup>th</sup> of July event at Wilson Park. In addition to City Programs, the stage is used for other events that the City sponsors/co-sponsors, such as the Torrance Symphony and the Special Olympics. The stage is available for use by organizations located within the City of Torrance provided they meet the requirements identified in this policy.

**Description:** The portable stage is a 40' trailer that includes a covered 36' by 14' section with stairs on each end. There is a forward extension platform that adds 8' across the full width of the stage, with an access stair. In total there is approximately 792 sq. ft. of stage area.

**Requirements:** Organizations wishing to use the stage must meet the following requirements:

1. The event must be held within the Torrance City limit.
2. The location must be suitable for the towing, parking, and leveling of the stage.
3. The organization must provide proof of liability insurance in the amount of \$1,000,000 with the City of Torrance and its officers listed as additionally insured.
4. The organization must provide security for any event that requires the stage to be left overnight.

#### **Procedure for Use:**

1. Any organization requesting use of the stage is required to complete the *Application for Use of Portable Stage* and must include a site map and detailed location information. This *Application* must be submitted at least 60 days prior to the event.
2. After receiving the *Application*, the Community Services Director will approve or deny the request for use.
3. If the request is approved, the organization will receive a copy of the Fee Schedule with the costs associated with that request. This **Fee Schedule** will include the Security Deposit, Staff Charges, and Mileage Reimbursement that is necessary to cover the costs of the event. All fees must be received at least 10 business days prior to the event.

NOTE: Any request for reduction/waiver of fees or other exceptions to the policy requires City Council approval and appropriation of funds to offset the cost associated with the use of the portable stage. Such requests must be submitted for City Council approval at least 10 business days prior to the event.

#### **Responsibilities:**

**City Staff:** Park Services staff will be responsible for the transportation, set-up, and breakdown of the stage. A site visit may be required if the location of the event is unfamiliar, or if staff has concerns about the location requested for set-up. The site visit will be free of charge.

**Organization:** The organization must identify an on-site contact and cell phone number on the application that will assist Park Services staff with specific set-up location, as well as provide additional support for crowd control and access to parking lots, gates, etc. It is the responsibility of the organization to provide any generators, lighting and sound equipment that is required for the event.